

DIVISION OF ACCOUNTS AND REPORTS POLICY AND PROCEDURE MANUAL

Revision Date: New
Date Issued 01/00
Revisions: None

Filing Number 10,452
Page 1 of 1

SUBJECT

Business Procurement Card Program

PURPOSE

To specify applicable policies and procedures relating to the Business Procurement Card Program.

AUTHORITATIVE REFERENCE

K.S.A. 75-3728

GENERAL INFORMATION

The Business Procurement Card Program allows approved agencies to purchase commodities, capital items (within program guidelines) and limited service-related transactions with Business Procurement Cards (BPCs) issued by UMB (Bank) to agency employees. Cardholders obtain receipts for all transactions and a monthly transaction log is prepared for each BPC card. Agencies retain transaction logs and related supporting original receipt documents and monthly UMB billings in their files. One agency-wide payment is generally made to UMB each month. Accounts and Reports conducts an annual review of each agency's BPC transactions.

The BPC General Procedures document provides comprehensive guidance regarding the BPC Program <http://da.state.ks.us/ar/genacct/audit/bpc.htm>.

PROCEDURES

None

CONTACT SOURCES

Agency questions regarding the Business Procurement Card Program should be directed to:

Division of Accounts and Reports
Central Accounting Services Section
Audit Services Team